

Directions for Running Reports School Year 2006-2007

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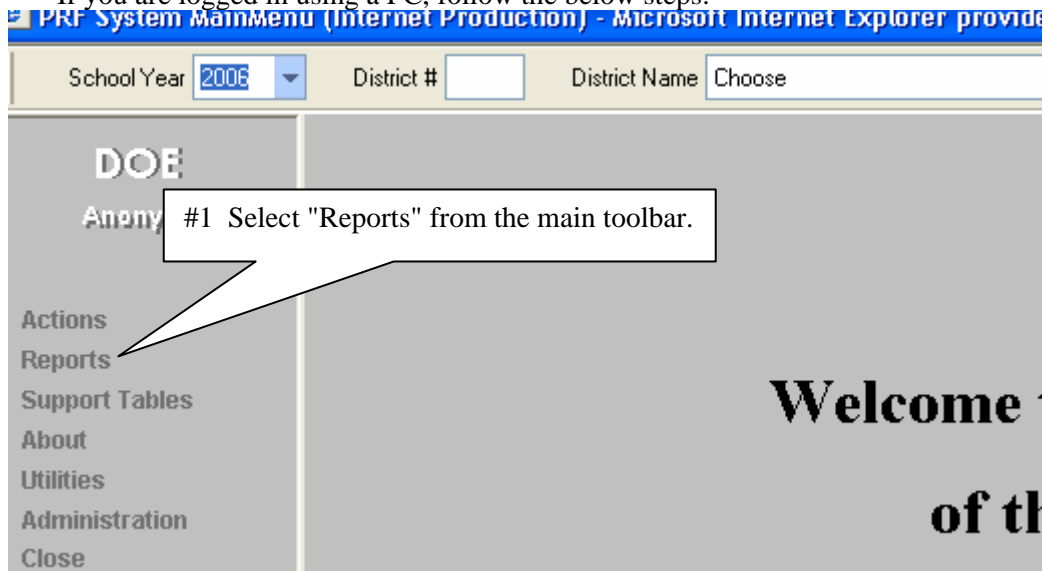
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If you can not get your reports to run, call Debbie Lancaster at (605) 773-7109.

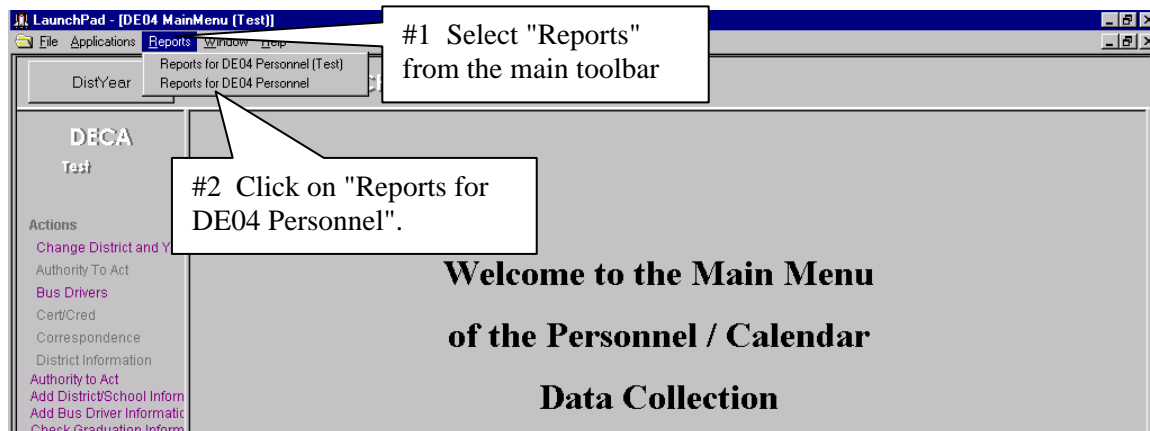
Running a Report

STEP #1: Welcome to the Main Menu of the Personnel Record Form System

- If you are logged in using a PC, follow the below steps:



- If you are logged in using a MAC, follow the below steps.



STEP #2: Reports Group Screen

Report Group

All Report Groups Available

All Report Groups Available

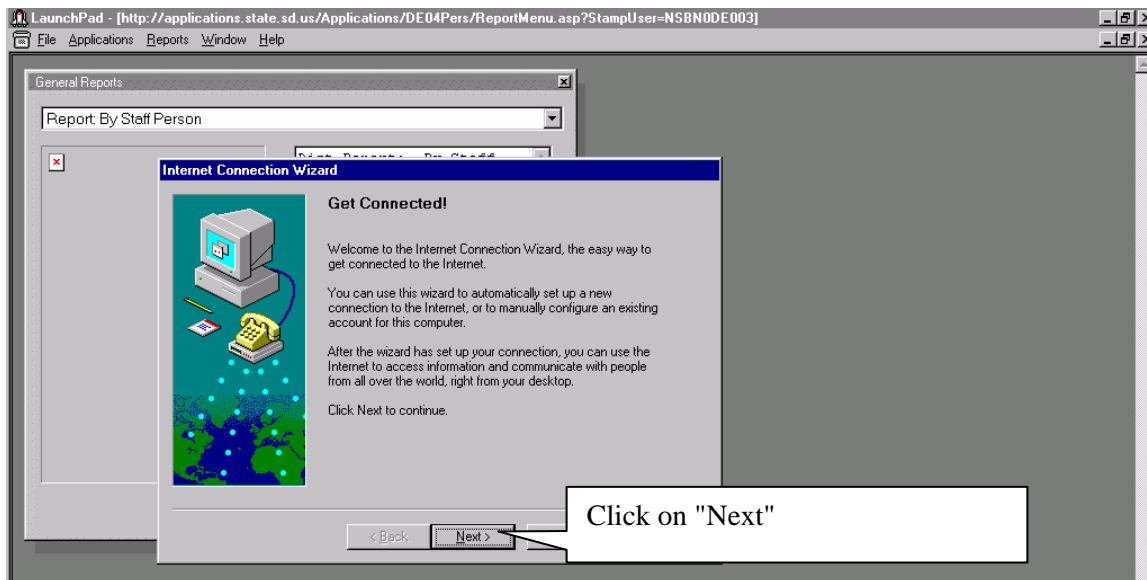
School District - 10

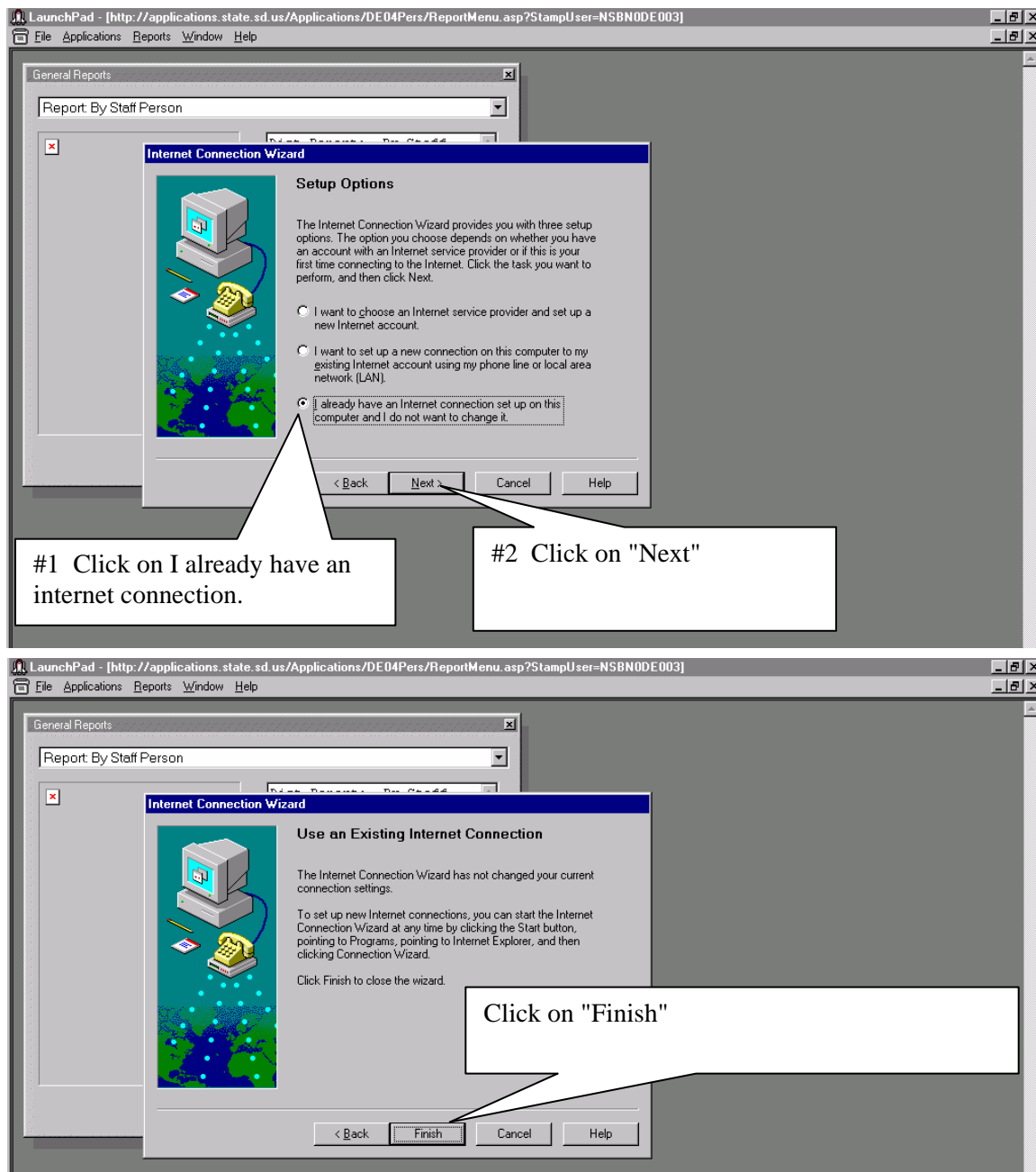
School Districts

	Description
Edit Check: PRF Personnel Salary	Edit Check: PRF Personnel Salary
Edit Check: Minimum Graduation Requirements, By Subject Area	Edit Check: Minimum Graduation Requirements, By Subject Area
Edit Check: Minimum Graduation Requirements, By Units of Credit	Edit Check: Minimum Graduation Requirements, By Units of Credit
Report: Average Salary of Administrative, Based on FTE	Report: Average Salary of Administrative, Based on FTE
Report: Average Salary of Classroom Teacher, Based on FTE	Report: Average Salary of Classroom Teacher, Based on FTE
Report: Average Salary of School Service Specialist, Based on FTE	Report: Average Salary of School Service Specialist, Based on FTE
Report: FTE Summary of Other Staff	Report: FTE Summary of Other Staff
Report: Graduation Requirement Credit Units	Report: Graduation Requirement Credit Units
Report: Math & Science Indicator	Report: Math & Science Indicator
Report: Special Education Personnel	Report: Special Education Personnel
Report: Special Education Personnel Summary	Report: Special Education Personnel Summary

1. Click on the drop down box to show all of the available report groups associated with the logon id.
2. Click on the desired report group (if more than one choice is available).
3. Highlight a specific report you want to print and click.
4. Click on "View".

STEPS #3: NOTE: You will have to follow these "Internet Connection Wizard" steps initially, and each time you wish to access a report in the future skip to the next step.





STEP #4: Report Information Needed

Report Group
All Report Groups Available

Name	Description
Report: Average Salary of Classroom Teacher, Based on FTE	Report: Average Salary of Classroom Teacher, Based on FTE
Report: Average Salary of School Service Specialist, Based on FTE	Report: Average Salary of School Service Specialist, Based on FTE
Report: FTE Summary of Other Staff	Report: FTE Summary of Other Staff
Report: Graduation Requirement Credit Units	Report: Graduation Requirement Credit Units
Report: Math & Science Indicator	Report: Math & Science Indicator
Report: Special Education Personnel	
Report: Special Education Personnel Summary	
Application: Authority To Act	
Application: Change Date of Birth Form	
Edit Check PRF Personnel	
Edit Check PRF Personnel FTE	
Edit Check: Attendance Centers with no FTE	

DE04 - Teacher Certification/Personnel System -- Web Page

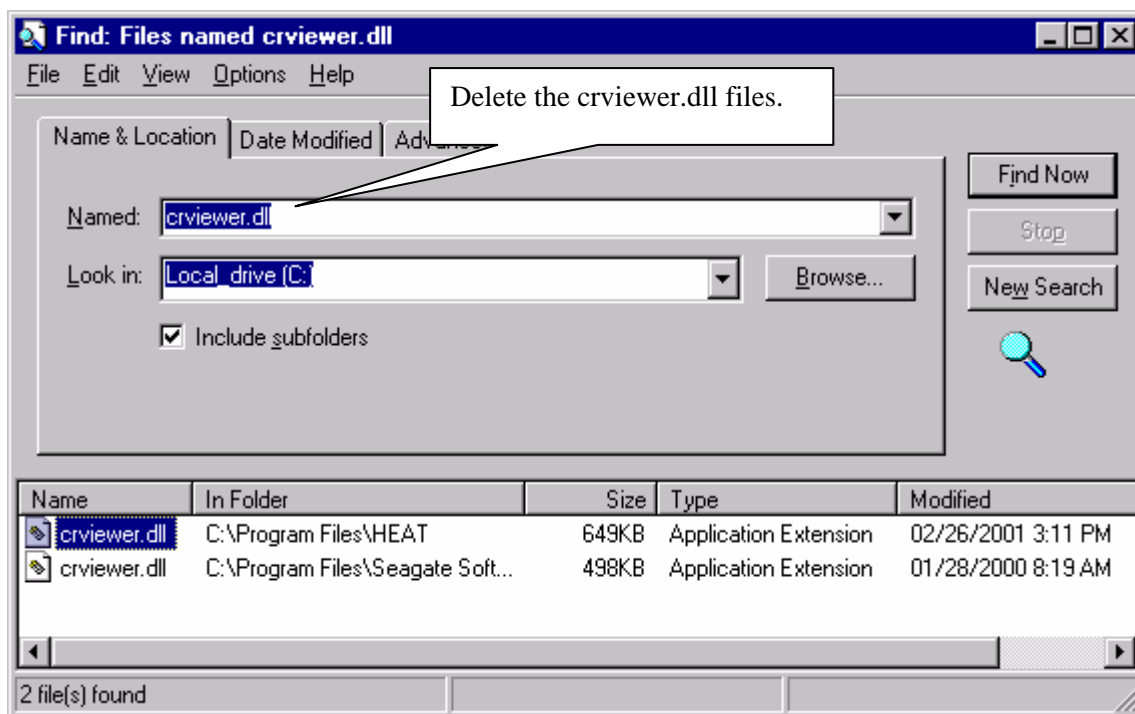
Enter criteria for report

School Year: 2004

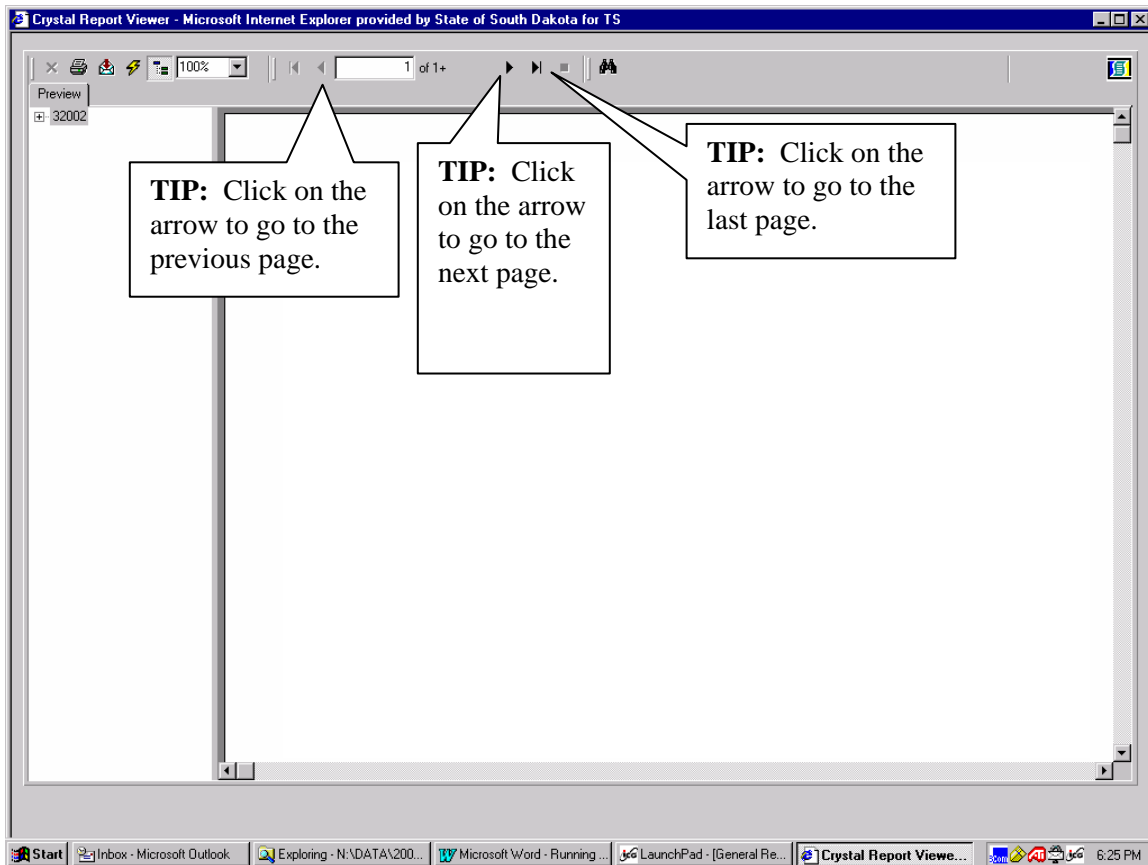
1. If you want to run the current school year reports, type in 2004. If you want to run last year's report, select 2003, etc.....
2. Click on "OK".

If you get the below error message when you are running a report on a PC:

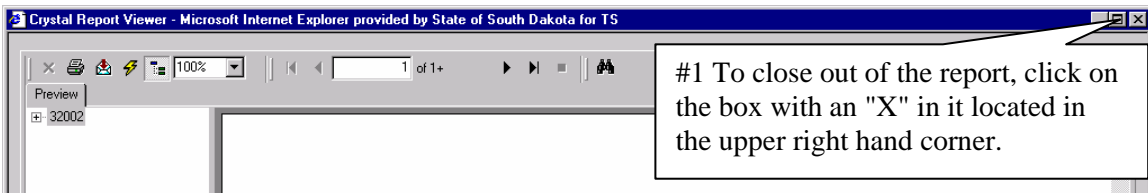
"The Seagate Software ActiveX Viewer is unable to create it's resource objects.
To rectify this problem, please install Internet Explorer 4.0 or install DCOM for Windows 95 and the latest Microsoft Scripting Engine. These files are available at Microsoft's web site."



STEP #4: The report you selected will populate the Crystal Report Viewer



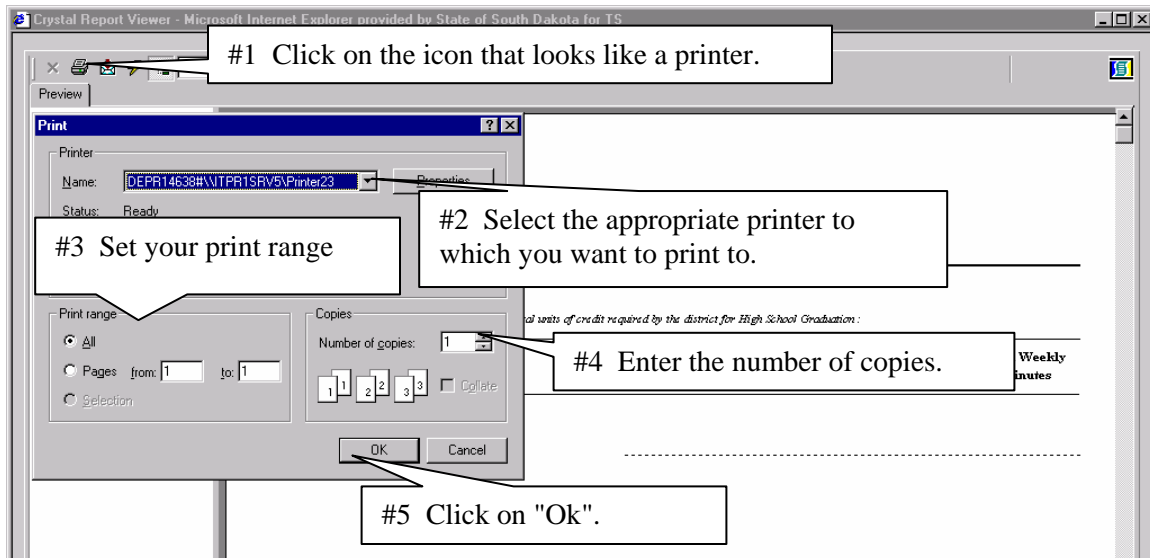
STEP #5: To close out of the report, click on the box with an "X" in it located in the upper right hand corner.



STEP #6: Follow the above steps to run another report.

Printing a Report

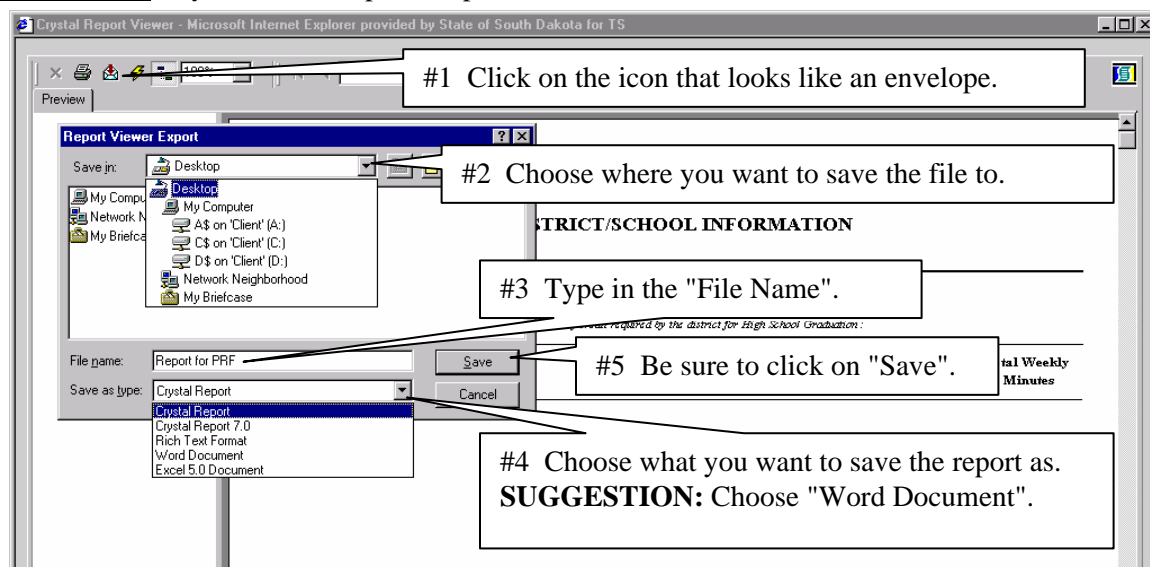
OPTION #1: If you want to print a report, follow the below steps:



1. Click on the icon that looks like a printer.
2. Select the appropriate printer to which you want to print to.
3. Set your print range. **WARNING:** If you are a larger district, you may need to set your print range (EX: First time set your print range from 1 to 30 and then 31 to 60 and then etc...) depending on the buffer size for the printer.
4. Enter the number or copies
5. Click on "OK".

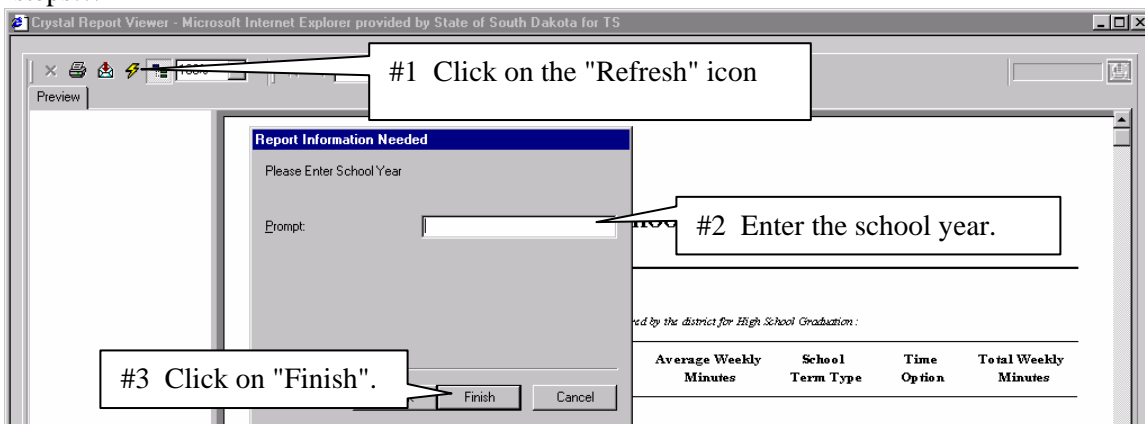
Exporting a Report

OPTION #2: If you want to export a report to Word, Excel, etc...



Refreshing a Report

OPTION #3: If you have encoded some data and want to refresh the screen, follow the below steps...



Searching for Text

OPTION #4: If you want to search for some text, follow the below steps...

